

MINUTES
HUMAN RELATIONS COMMISSION
REGULAR MEETING
MONDAY, JULY 19, 2010
TRAINING ROOM
3300 CAPITOL AVE., BUILDING B
FREMONT, CALIFORNIA
7:15 P.M.

1. **SECRETARY CALL FOR QUORUM**
2. **CALL TO ORDER**

3. **ROLL CALL**

Present: Chair Salwan, Commissioners Shaiq, Watanuki, Davè, Walsh, Vupalla, and Phong.

Absent: Commissioner Smith and Vice Chair Hoffman.

4. **APPROVAL OF MINUTES** of the June 21, 2010 meeting.

- 5.

A motion was made by Commissioner Shaiq and seconded by Commissioner Watanuki to accept the minutes with the corrections made to section 7 Announcements. The minutes were approved and so ordered. Commissioner Walsh abstained from vote.

5. **ORAL COMMUNICATIONS**

None

6. **WRITTEN COMMUNICATIONS**

None

7. **ANNOUNCEMENTS**

None

8. **CONSENT ITEMS**

None

9. **OLD BUSINESS**

9.1 HRC Film Series

No update

9.2 Job description for Commissioners

Chair Salwan, Commissioner Dave, Commissioner Vuppala and Commissioner Watanuki presented the Commission with the job description they drafted for the Human Relations Commission.

After reviewing the draft Commissioners Shaiq and Vupalla requested that a few other requirements should be spelled out in the job description:

- All Commissioners are expected to sign up for committees.
- All Commissioners are expected to attend HRC sponsored events such as Make A Difference Day.
- All Commissioners are encouraged to attend other city events as expected or invited

A motion was made by commissioner La and seconded by Commissioner Davè to accept the job description draft with the addition of Commissioner Shaiq and Vupalla's suggestions. The motion was approved and so ordered.

Staff will be working on getting this document "Rolls and Responsibilities for the Human Relations Commission" on the city web page.

9.4 HRC Work Plan

Commissioners reviewed their work plan with staff. Two items on the work plan for Make A Difference Day have been completed: The MADD Coordinator has been hired and donation letters are ready for mailing.

Staff is following up with Rotary Clubs in Fremont and The Chamber of Commerce.

10. NEW BUSINESS

10.1 State Budget Impacts to Child Care

Paul Miller from Kidango spoke to the Commission regarding the impact of Governor's proposed budget cuts on the childcare in general and Kidango in particular.

10.2 Social Service Grant program Grantee Meeting

Leticia Levy spoke to the Commissioners about the Social Service Grant Program Grantee Meeting that was held on July 15, 2010, bringing together social service non-profits who receive funding from the city. The meeting provided an opportunity for different agency staff to meet each other and briefly network, and to update agencies on some new

grantee reporting requirements this year. The agencies were asked to participate in identifying common interests and concerns that they may be having. The consensus was that most of the agencies needed more information on Boards, volunteerism, and accessing other services. Commissioners have received the list of ideas and suggestions generated by non-profit participants. Leticia Leyva asked the Commissioners if they were in agreement that she should send out a survey to the agencies to discern what their immediate needs are and to prioritize them. The Commission agreed that a survey would be useful.

Staff suggested that focus groups on these three themes would be helpful as well as doing a survey.

The info gathered from the Grantee meeting as well as staff follow-up, will be forwarded to the Strengthening Fremont Serving Non Profits Committee.

10.3 Update of Homeless Prevention and Rapid Re-housing Program.

Lucia Hughes provided an update on the success of the Homeless Prevention and Rapid Re-housing Program to date and the number of families which have been serviced. It was noted that more outreach needs to be done in Union City. Staff will be contacting the Human Relations Commission in Union City and set up a time to meet and discuss options.

11. COMMISSION REFERRALS

11.1 None

12. COMMISSION REPORTS (Oral reports on relevant meetings/events)

12.1 Community Dialogue and Resource Sharing Subcommittee

A discussion was held on how the HRC wanted to integrate new and existing committees. The results are as follows:

1. HRC Community Outreach Committee
 - a. To improve visibility of the HRC
 - b. To improve youth involvement
 - c. To work with other Commissions to serve the entire community
 - d. Film series
2. Community Dialogue and Resource Sharing
 - a. To educate and empower the community on important social issues.
 - b. To respond to current issues and concerns
 - c. To hold events, workshops, and forums

3. Advocacy
 - a. To promote the needs of the community to City Leadership
4. Strengthening Fremont Serving Non Profits
 - a. To participate in the Community Advisory and Engagement Board (CAEB) at Family Resource Center (FRC) – workshops and/or forums
 - b. To review, evaluate and oversee the Social Service Grant Program
 - c. To conduct workshops and/or forums which are beneficial to local non profits.
5. Make A Difference Day – Seasonal
 - a. Promotes community unity through diversity, volunteerism and service.

12.2 “Make a Difference Day” Subcommittee

Staff reported that Sugi Sheeva has accepted the MADD Coordinator position for this year’s activity.

The Commissioners requested that staff write a letter to the Chamber of Commerce and that all Rotary Clubs be contacted regarding donations to MADD. It was also requested that MADD be placed on the city website.

12.3 “Non-Profits” Subcommittee

No update

12.4 Visibility Subcommittee

Commissioner Davè gave an update on the visibility committee and presented the Commission with a two year work plan. Staff agreed to use Commissioner Davè’s work plan as a template for committee individuals work plans. Staff will provide templates by email to each committee.

12.6 Advocacy Subcommittee

No Update

12.7 Other Commission Updates

13. **STAFF REPORTS**

13.1 Attendance Summary (**Attachment 13.1**)

13.2 Calendar (**Attachment 13.2**) of HRC regular/special meetings and events.

13.3 Other Staff notices and updates

- a. Pen Pal Project Update – Suzanne Shenfil
- b. CAPPA Letter Update– Suzanne Shenfil
- c. City Council Study Session – Suzanne Shenfil
- d. Supportive Housing – Suzanne Shenfil

14. **REFERRALS TO STAFF** (this is for items referred by an individual Commissioner. A Commission vote in favor of an item here means it will be placed on a future Commission agenda as an item of new business. A vote against means it will be dropped without consideration).

15. **ADJOURNMENT**

A motion was made by Commissioner Davè and seconded by Commissioner Watanuki to adjourn the meeting. The motion was approved and so ordered.

As agreed by the Commission in calendaring their meetings, there will be an adjournment in the month of August.